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DD/S 66-4788

9 SEP 1966

D / S A U T H E R

P O L E Personnel 7

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Staffing Complement Revision - Office of Security

REFERENCE : Memorandum for D/Pers from D/Sec, dtd 9 August 1966,  
Subject: Same as above

1. This memorandum submits recommendations for your approval; these recommendations are contained in paragraph 6.

2. The proposed staffing complement for Office of Security, incorporating twenty-six additional positions, and a requirement for one more GS-15 and five more GS-14 position grade authorizations, has been reviewed by the Office of Personnel and is recommended for favorable consideration.

25X1  
3. Project [redacted] accounts for the GS-15 and GS-14 position grade authorization increase requirements and these positions were audited locally by PMCD and found to warrant the requested allocations.

25X1  
4. The reinvestigation program covers the major position increase in Headquarters [redacted], and is in line with previous grade patterns and staffing criteria.

5. Excluding the GS-14 and above requirements, there is no average grade increase for the Office of Security Staffing Complement. Including them the average increase is .048, or from 9.647 to 9.695. Manpower Control Branch, OPFB has informed us that average grade increases caused by an increased GS-14 and above allotment does not need higher level approval.

6. It is recommended that (1) favorable action be taken on the total request, and (2) that in the event authorization is not available for the full six positions that PMCD be authorized to reflect same on the S/C as GS-13/14 and GS-14/15 which indicates grades held down by ceiling restriction and identifies those positions which can be raised when ceiling is made available.

s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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downgrading and  
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**SUBJECT: Staffing Complement Revision - Office of Security**

The recommendations contained in paragraph 6 are approved.\*

**SIGNED R. L. Bannerman**

**20 SEP 1966**

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**R. L. Bannerman**  
Deputy Director for Support

**Date**

Att: Ref memo

**Distribution:**

**Orig - Return to D/Pers**  
 2 - DDS      *Other* *w/back*  
1 - D/Pers      *2nd*  
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2 - OP/PMCD (1 w/h)

\*With the understanding that the six additional "upper grade" positions (GS-14 & above) cannot be authorized at the grade levels proposed until sufficient "ceiling" for this purpose becomes available. Meanwhile, the six positions may be reflected on the staffing complement as GS-13/14 and GS-14/15 to identify them as being eligible for adjustment when more "upper grade ceiling" can be apportioned to the Office of Security.

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DD/S 66-4235

Approved For Release 2003/02/27 : CIA-RDP84-00780R001400030009-7

9 AUG 66

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : Staffing Complement Revision - Office  
of Security

REFERENCE : DD/S Memorandum 66-3416, dated 5 July  
1966

1. This memorandum submits a recommendation for the concurrence of the Deputy Director for Support and for consideration by the Director of Personnel; this recommendation is contained in paragraph 6.

2. The position ceiling of the Office of Security has been increased from [ ] for Fiscal Year 1967. Five (5) of these positions are for [ ] and have already been transferred to our staffing complement from DDP/ [ ]. Attachment "A" contains the staffing complement changes which are necessary to establish the remaining twenty-six new positions.

3. Only two new GS-14 and above positions are proposed within the twenty-six position increase. However, as a result of the transfer of the [ ] positions to this Office, and the reorganization of Project [ ], additional GS-14 and above positions are required. As requested in reference, justification for all proposed increases in GS-14 and above positions has been included in our financial plan for Fiscal Year 1967. In summary the justification was as follows:

a. A GS-15 and a GS-14 position [ ] have been transferred from DDP/ [ ] to the Office of Security. This increased the total number of GS-14 and above positions for the Office of Security  
[ ]

25X1

25X1

25X1

25X1

b. A GS-14 position will be required to head the new Clearance Support Branch, Personnel Security Division which is being established in order to

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- 2 -

efficiently organize the mounting volume of clearance activities. This Branch will have responsibility for employee security actions of all types including the Reinvestigation Program, processing requests for codeword clearances, and security certifications to other Government agencies. Additional Branch responsibilities include basic clearance matters in the Industrial Security Program, overall support of the various programs of the Domestic Contact Service, and basic clearance matters involving individuals who are utilized in a technical contract capacity or who provide administrative services to the Agency.

25X1

c. The continuing increase in our investigative workload has necessitated the expansion of Project [redacted] activities. Attachment "B" to this memorandum describes the expansion and requests establishment of a Special Activities Division to administer the Project. One new GS-15 and four additional GS-14 positions will be required for this Division. The GS-15 position is included as part of our staffing complement change and the four additional GS-14 positions would be established by the upgrading of existing positions. The remaining lower graded positions for the Special Activities Division will be transferred from other Investigations and Operational Support components.

4. A conscientious review of our staffing complement has been made, and we find it will be impossible to compensate for the increase in average grade of .048 resulting from the twenty-six (26) new positions and the establishment of the Special Activities Division. A waiver of average grade control is, therefore, requested.

5. Funds for the twenty-six (26) new positions have been included in our Fiscal Year 1967 Tentative Operating Allowance. Any additional funds which may be required for the Special Activities Division will be absorbed within existing authorizations.

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6. It is recommended that the staffing complement changes contained in Attachment "A" to this memorandum be approved for the Office of Security.



Howard J. Osborn  
Director of Security

25X1

Attachments

CONCUR:

SEE ATTACHED: Memo dtd 9 Sept 66 to DD/S fr D/Pers, same subj.

R. L. Bannerman  
Deputy Director  
for Support

Date

Distribution:

Orig - Adse (return to OS)

2 - DD/S

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Chromo, Subject

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9 JUN 1966

MEMORANDUM FOR: Director of Personnel  
ATTENTION : Chief, Position Management  
and Compensation Division  
SUBJECT : Revision of Office of Security  
Table of Organization

1. This memorandum contains a proposal for revision of the  
Office of Security Table of Organization.

25X1  
2. Project [redacted] has been under development as a positive  
support and covert investigative mechanism since February 1962. From  
a modest beginning, the Project has grown into a [redacted]  
per-year business [redacted]  
having offices in [redacted]

25X1

25X1

25X1  
With this growth, of course, there has been a concurrent expansion in  
the Project's budget and in the number of contract personnel. There  
has, however, not been a comparable increase in the number of staff  
employee positions allotted for its administration, because of a lack of  
ceiling to provide for such reallocation.

25X1  
3. [redacted] is designed to provide assistance to the Office of  
Security by the judicious use of qualified, cleared, willing and non-willing  
corporate personnel both in the support and investigative areas. One of  
its most significant features is its ability to expand and contract to meet  
fluctuations in the case load, thereby eliminating the necessity for any  
major increases in staff personnel. We are able, by use of this mech-  
anism, to meet the ever increasing case load on a more timely basis, at  
an attractive cost factor, while maintaining effective control through the  
utilization of Staff and Career Agents. The Project has developed to a

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